

FILED : Equip. & Supp.

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RECORDS SERVICES DIVISION

ATTENTION : Chief, Procurement Division, Logistics Office
Stock Control Staff

3 May 1954

Chief, Records Management Division

Procurement of Security Desk Trays

1. In accordance with the understanding reached in a discussion with [] of your office and [] of this office, we are requesting that you procure fifty (50) 4" security desk trays without locks.

2. It is our understanding that the Safemaster Company will supply these trays at a cost of approximately \$14.00 each. In making up the trays, a latching device will be developed and installed in lieu of the locks supplied on the previous trial models.

3. Specific requests for over 750 of the trays are being held pending delivery and trial of the 50 trays requested at this time. Trial of the trays is considered necessary to assure a proper latching device before placing an order for the entire quantity required. Delivery should be made to the Records Management Division, Building []

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